

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

File#11033

CS-376
REV(1/11)

Description of Position	<p style="text-align: center;">Community Relations Liaison</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">TITLE OF POSITION: <u>Officer</u></td><td style="width: 50%;">CLASSIFICATION CODE: <u>02797500</u></td></tr> <tr> <td>SALARY RANGE: <u>(132A)\$60329-68293</u></td><td>REFERENCE POSITION NO: <u>5415-10000-*tbd</u></td></tr> <tr> <td>Department or Agency Name: <u>Transportation</u></td><td>APPLICATION PERIOD: <u>1/2/13-1/8/13</u></td></tr> <tr> <td colspan="2">Division/Section/Unit: <u>Director's Office/Executive Staff</u></td></tr> <tr> <td colspan="2">Assignment(s) / Comments: <u>Non-Standard Work week</u></td></tr> <tr> <td>Shift and Days: <u>Monday-Friday</u></td><td>Job Location: <u>Two Capitol Hill, Providence</u></td></tr> <tr> <td colspan="2">Restrictions/Limitations: _____</td></tr> <tr> <td colspan="2">Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u></td></tr> <tr> <td colspan="2">Name of Bargaining Unit Union: <u>Confidential</u></td></tr> <tr> <td colspan="2">There is* _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u></td></tr> <tr> <td colspan="2"><i>* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</i></td></tr> </table>	TITLE OF POSITION: <u>Officer</u>	CLASSIFICATION CODE: <u>02797500</u>	SALARY RANGE: <u>(132A)\$60329-68293</u>	REFERENCE POSITION NO: <u>5415-10000-*tbd</u>	Department or Agency Name: <u>Transportation</u>	APPLICATION PERIOD: <u>1/2/13-1/8/13</u>	Division/Section/Unit: <u>Director's Office/Executive Staff</u>		Assignment(s) / Comments: <u>Non-Standard Work week</u>		Shift and Days: <u>Monday-Friday</u>	Job Location: <u>Two Capitol Hill, Providence</u>	Restrictions/Limitations: _____		Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u>		Name of Bargaining Unit Union: <u>Confidential</u>		There is* _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>		<i>* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</i>	
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General Information to Candidate	<p><u>INSTRUCTIONS:</u></p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><u>Most Important</u> - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • <u>Reasonable Accommodations:</u> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • <u>Medical Information:</u> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 																						
Statement of Duties	<p><u>DUTIES / RESPONSIBILITIES:</u></p> <p>On behalf of the Director of Transportation to be responsible for performing liaison activities between various minority and other community advocacy groups and organizations and the Department of Transportation relative to the availability of programs and services provided by the agency for the constituencies; to be responsible for establishing and maintaining a communications network between the groups served and the Department to ensure community input in the planning and programming of delivery services and programs; as assigned to participate in the formulation and evaluation of agency policy as it relates to specific programs; to be responsible for collection of statistical data for reports; as assigned to be responsible for preparing and/or developing external equal employment opportunity/affirmative action reports and statistics; to do related work as required.</p>																						
Minimum Education & Experience	<p><u>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</u></p> <p>A complete specification describing duties of the position can be found at http://www.hr.ri.gov/classification/)</p> <p>Education: Such as may have been gained through: graduation from a four year college of recognized standing with a Master's Degree majoring in public administration, law, communications or other related field, and Experience: Such as may have been gained through considerable employment in a responsible capacity engaged in dealing with targeted minority populations, community groups or outreach community service oriented programs in a federal agency, a state agency, large municipality or a large private organization. Or: any combination of education and experience that shall be substantially equivalent.</p>																						
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u></p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124 </td> <td style="width: 50%;"> Telephone #: <u>222-2572</u> TTY/TDD #: <u>222-4971</u> (Telecommunication Device for the Deaf) </td> </tr> </table> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> </div>	RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124	Telephone #: <u>222-2572</u> TTY/TDD #: <u>222-4971</u> (Telecommunication Device for the Deaf)																				
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER